

Notice for Collection of Voters' Information
2021 Election Committee Subsector Ordinary Elections

Date of election: 19 September 2021

After submission of the nomination form, each candidate may request the following two items of voters' information:-

- (1) a set of "Candidate Mailing Label System" USB flash drives and its User Guide; and/or
- (2) a set of mailing labels of eligible voters and authorized representatives for the relevant subsector **(excluding voters and authorized representatives who have provided their email addresses (except those in the custody of the Correctional Services Department), and those who have requested not to receive election mail)** (size of each label is 102mm (L) x 36mm (W)).

To avoid wastage of resources, candidates should carefully consider their publicity plan before requesting the above item(s). Upon confirmation of the item(s) requested, the candidate or the election agent is required to return the completed reply slip of "Notice for Collection of Voters' Information" together with the "Undertaking on the Use of Voters' Information" (see attachment) by email (email address: cmls@reo.gov.hk) or facsimile transmission (Fax no.: 3586 3402) to the Registration and Electoral Office.

Upon receipt of the duly completed reply slip and undertaking, we will contact the candidate or election agent by telephone within two working days to confirm receipt of the relevant documents. When the requested item(s) is/are available and the candidate has been decided as validly nominated, we will inform the candidate or election agent by telephone to collect the relevant item(s) at the Registration and Electoral Office, Units 2008-12, 20/F, Paul Y. Centre, 51 Hung To Road, Kwun Tong, Kowloon.

Environmentally-friendly Promotion

To protect the environment and reduce the consumption of paper and other resources, we encourage candidates to send the election promotional materials to voters and authorized representatives in the following ways as far as possible:

- Please carefully consider the publicity plan and the quantity of promotional mail before requesting the mailing labels;
- Please use joint election mails for promotion (for the same subsector only) (half or more of the mailing labels and mail can be saved if two or more candidates in the same subsector jointly send out one election mail to voters and authorized representatives for promotion);
- Please use the information in the "Candidate Mailing Label System" to send electronic election mail to voters and authorized representatives who have provided their email addresses in lieu of hard copy^{1,2}; and
- To respect the wish of the voters and authorized representatives who have provided their email addresses to support environmental protection and the wish of the voters and authorized representatives who have requested not to receive election mail, candidates should consider carefully if it is absolutely necessary to send hard copy of election advertisements to these voters and authorized representatives.

Registration and Electoral Office

July 2021

¹ To prevent the email containing the election mail from being mis-detected as spam email and blocked by the email system, candidates are advised to understand the relevant policies and preventive measures adopted by the relevant email service providers before arranging the sending of election mails to their voters through email in bulk. If necessary, candidates may consider first applying to the email service providers for raising the daily sending limit of their email accounts.

² We encourage candidates to provide in the electronic election mail a means or option for voters and authorized representatives to stop receiving further promotional emails. After sending out your email, if you receive a voter's or authorized representative's indication that he/she does not wish to receive further promotional email, please respect his/her wish to avoid causing nuisance.

Reply Slip

**Please SUBMIT WITH
Undertaking on the Use
of Voters' Information**

To: Chief Electoral Officer

(Email address: cmls@reo.gov.hk) / (Fax No: 3586 3402)

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I would like to obtain (Please ✓ in the appropriate box(es)):

A set of "Candidate Mailing Label System" USB flash drives and its User Guide

A set of mailing labels of eligible voters and authorized representatives for the relevant subsector

(Excluding voters and authorized representatives who have provided their email addresses (except those in the custody of the Correctional Services Department), and those who have requested not to receive election mail)

Please notify me by telephone when the above item(s) is/are available for collection.

Signature of Candidate/Election Agent* : _____

Name of the Candidate (BLOCK LETTERS) : _____

Name of the Election Agent (BLOCK LETTERS)(if applicable) : _____

Code and Name of Subsector : _____

Contact Telephone Number of the Candidate/Election Agent* : _____

Email Address# : _____

Date : _____

* Please delete as appropriate

The "Candidate Mailing Label System" USB flash drives are protected by a password. The Registration and Electoral Office will separately send the password to you by email.

For the Registration and Electoral Office's use only

Reference no:

The voters' information is available for collection on _____ (Date).

The Candidate/Election Agent* has been informed on _____ (Date).

Date of Receipt
& Time

:
/ /2021

Name of Officer
(BLOCK LETTERS): _____

Post: _____

Signature of
Officer: _____

Date: _____

Personal Information Collection Statement

Please note the following with regard to the personal data supplied in connection with the Notice for Collection of Voters' Information ("Notice") –

(a) **Purpose of Collection**

The personal data and other related information supplied in connection with this Notice will be used by the Electoral Affairs Commission, the Registration and Electoral Office, the Returning Officer for the relevant Subsector, and other related government departments and organizations for election-related purposes.

(b) **Transfer of Information**

The personal data and other related information supplied in connection with this Notice may be provided to other authorized departments, organizations or persons, including but not limited to the law courts for election-related purposes.

(c) **Access to Personal Data**

A person has the right to request access to and correction of the personal data he/she supplied in this Notice in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **Enquiry**

Enquiries concerning the personal data collected by means of this Notice (including requests for access to and corrections of personal data) should be addressed to the Chief Electoral Officer (Address: 10th Floor, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong).